

March



2018

Ultimate Job Search Workshops

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Workshop Interviewing with Confidence 9-noon	2	3
4	5	6	7	8 Workshop Success on the Job 9-noon	9	10
11	12	13	14	15 Workshop Starting the Job Search 9-noon	16	17 
18	19	20	21	22 Workshop Job Search Techniques 9-noon	23	24
25	26	27	28	29 Workshop Writing Effective Resumes 9-noon	30	31

Call (406) 265-5847 to reserve your spot today!

*If you are unable to attend one of the workshops; staff is available for individual assistance, please call 406-265-5847 to arrange. *

Summary of workshops provided by Havre Job Service (see calendar for dates and times, please call to sign up*)

Ultimate Job Search – scheduled 3 hour, one of five parts is offered every Thursday.

The five parts in the series are below. You can attend any or all.

- 1. Starting the Job Search.**
 - Identify your skills and interests, as well as learn how to manage your time, money and stress during your job search.
- 2. Job Search Techniques.**
 - Topics on job searching and researching companies. Also helpful instructions on completing job applications.
- 3. Writing Effective Resumes.**
 - Gain a better understanding of the resume and its purpose. Improve your ability to write a resume, cover letter and reference sheet.
- 4. Interviewing with Confidence.**
 - Learn how to better prepare for an interview, and the answers to some of the most common interview questions.
- 5. Success on the Job.**
 - Learn how to be better prepared when starting a new job. Also, gain an understanding of good work habits.

*** To sign-up, call 406-265-5847**